



KITSAP COUNTY
invites applications for the position of:

CUSTODY INVESTIGATOR - EXTRA HELP

SALARY: \$22.04 - \$29.55 Hourly
\$45,843.20 - \$61,464.00 Annually

OPENING DATE: 10/19/15

CLOSING DATE: 12/31/15 11:59 PM

GENERAL STATEMENT:

Under the direction of the assigned supervisor, this position performs specialized family investigative work for the Superior Court. Investigators are appointed by the Superior Court and are expected to apply specialized knowledge and skills and use independent judgment and initiative to plan, organize and conduct a time-sensitive custody through a variety of methods/resources.

Distinguishing Characteristics

The Custody Investigator is a stand-alone classification and generally works independently, although they may consult with co-workers before writing their final report. The Custody Investigator is generally discharged by the Superior Court following a hearing upon their written report and recommendation.

Supervision usually consists of a statement of desired objectives, discussion of unusual problems and review of results obtained.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:

Required Education and Experience

- Bachelor's Degree in criminal justice, social science, health science or behavioral science or a closely related field from a college or university accredited by an agency recognized by the US Department of Education or equivalent, AND
- Experience as a Guardian Ad Litem/CASA worker; OR
- Three years of specifically related child custody/child welfare investigative experience in law enforcement or social services work; OR
- Any equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment, the successful candidate must:

- Submit official transcripts from an accredited college or university or business school, if education is being used to meet the minimum qualifications.
- Pass all job-related examinations/tests necessary to demonstrate required knowledge, skills and abilities, as determined by the hiring authority at time of job posting.
- Pass a criminal history background check through law enforcement agencies.

At time of appointment, the successful candidate must:

- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

Required Knowledge, Skills and Abilities

Knowledge of:

- The principles, practices and techniques of effective investigation.
- Applicable laws and regulations and Superior Court procedures.
- Conflict resolution principles and techniques.
- Interviewing techniques and practices as they relate to both adults and children.
- Indications and signs of sexual and/or physical abuse of children.
- Indications and signs of drug and alcohol abuse and/or mental health issues.
- Family systems and family dynamics.
- Available state, local and community resources.
- Modern office practices and procedures including Standard English usage and legal terminology used in report writing.

Skills and/or Ability to:

- Appear for scheduled work and complete assigned tasks within a pre-determined and limited period of time.
- Read, interpret and understand laws, ordinances, rules, regulations and court procedures.
- Work well with social services and law enforcement agencies and members of the public.
- Work independently.
- Effectively interview a wide variety of people, both adults and children.
- Rapidly assimilate and evaluate complex and sensitive information and formulate recommendations based on information obtained.
- Maintain a professional demeanor in stressful interpersonal contacts.
- Establish and maintain effective working relationships.
- Explain legal proceedings to individuals.
- Appraise people and situations objectively.
- Write detailed reports in a clear and concise manner.
- Effectively utilize available resources.
- Communicate effectively both orally and in writing.
- Operate a personal computer/computer terminal.
- Work irregular hours as necessary to reach desired objectives.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

- Work is performed in multiple environments including, but not limited to, office, courtroom, schools, community, private homes, and work locations of involved parties. Positions in this class typically require:
- Visual acuity when conducting investigations.

- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone;

Incumbents may be:

- Exposed to physical hazards when dealing in highly emotional and stressful situations with potentially volatile or violent individuals or when visiting private locations.

ILLUSTRATIVE EXAMPLE OF DUTIES:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

- Plan, organize and initiate a child custody investigation upon receiving appointment to the case by the Superior Court. Determine steps to be taken to gather all relevant information and prepare a written recommendation to the Court within limited time frames, typically 5-7 weeks.
- Utilize appropriate techniques to effectively interview parents, children and other parties (such as social service agency workers) to gather factual information related to the custody case assigned.
- Observe child and parent behavior, home conditions and other evidence. Seek and gather information from various sources readily available.
- Analyze collected information to reach a conclusion as to actual circumstances which are or would be in the child(ren)'s best interest.
- Work within and has knowledge of the applicable sections of the Washington State Law.
- Make notations in case files of all investigatory steps taken to document facts gathered in support of recommendations made to the Superior Court.
- Prepare a written investigation case report and submit a recommendation to the Superior Court Judge regarding issues of visitation, temporary and/or permanent placement of the child(ren), as well as other general recommendations in the best interests of the child(ren)

Other Job Functions:

- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION:

Positions in the classification are:

- Covered by the Kitsap County Extra Help Policy
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

This recruitment is open continuously and applications will be reviewed periodically as needed to fill vacant positions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kitsapgov.com>

614 Division St, MS#23
Port Orchard, WA 98366
360.337.7185

Position #2015-00704
CUSTODY INVESTIGATOR - EXTRA HELP
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CUSTODY INVESTIGATOR - EXTRA HELP Supplemental Questionnaire

- * 1. (REQ-1) I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
- ☐ YES
☐ NO
- * 2. (REQ-2) I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
- ☐ YES
☐ NO
- * 3. Please select how you meet the minimum qualifications for this position?
- ☐ Bachelor's degree in criminal justice, social science, health science, behavioral science or related field and three years of related experience and/or experience as a Guardian Ad Litem/CASA worker
☐ Associates degree and five years of related experience.
☐ Seven years of related experience.
☐ Related education only.
☐ No relevant experience.
- * 4. Do you have experience as a Guardian Ad Litem or CASA worker?
- ☐ Yes ☐ No
- * 5. Do you have experience in conducting child custody and/or child welfare investigations?
- ☐ Yes ☐ No
- * 6. Please describe your experience as a Guardian Ad Litem, CASA worker and/or experience conducting investigations.

* Required Question